

CLASS SPECIFICATION
Aerial Tramway Construction Project Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, oversees and coordinates the Aerial Tramway construction project by insuring construction schedules are met; providing interface between major contractors; overseeing the activities of a large team of highly specialized contractors; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Aerial Tramway Construction Project Manager class is distinguished from Capital Project Manager classes by its responsibility for overseeing and coordinating the construction of the Aerial Tramway construction project. This project is distinguished from other public works construction projects by its technical specialization, size, cost, complexity, and impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans and manages the construction and implementation of the Aerial Tramway construction project including responsibility for insuring scheduled completion, public involvement, cost containment, project performance and results; coordinates the work of independent contractors; directs City staff and contracted engineering staff; and ensures project is completed as planned and on-time.
2. Approves work schedules, and construction materials and methods; coordinates work of major contractors to avoid errors or delays; reviews contract plans and documents; resolves issues related to plans and specifications; monitors and approves payments to project consultants.
3. Coordinates and integrates Aerial Tramway construction project with various regional, state or federal projects; serves as project liaison to project and funding partners (OHSU, PDC, TriMet), City Council, affected stakeholders, and the public.
4. Plans, schedules and directs the work of consultant teams; reviews engineering reports and specifications; coordinates work with the City's construction inspector, project engineer and the contractor during construction.
5. Prepares and makes presentations before citizen groups, funding partners, and the City Council; responds to requests for press information.

6. Develops reports, memoranda, letters and other documents regarding project issues for both internal-City and external distribution; works with engineers, architects and construction contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results.
7. Ensures assigned project compliance with federal, state and local laws, regulations and policies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, processes, systems and techniques for managing large and complex public works construction projects.
2. Practices of civil engineering, infrastructure construction.
3. Federal, state and local laws, codes and regulations regarding public works construction.
4. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and compliance processes.
5. Techniques, equipment and materials used in public works construction.
6. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Manage large and complex public works construction projects.
2. Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
3. Administer and monitor a project budget.
4. Develop persuasive oral presentations of ideas and recommendations.
5. Interpret and apply complex rules, regulations, laws and ordinances.
6. Analyze technical design engineering, construction engineering and surveying problems.
7. Evaluate alternative project approaches and adopt effective solutions.
8. Prepare accurate and detailed written material, including staff and administrative reports.
9. Exercise sound, independent judgment and initiative within established guidelines.
10. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in construction management, civil engineering, or a

related field; and ten years of increasingly complex professional experience with managing public works construction projects; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 04-13-06 New Aerial Tramway Construction Project Manager (7658) class created.
(Council ordinance approved 8/23/06.)

June 2009 - Change Job Class number from 7658 to 30000688, due to system change.